

**CLEMSON UNIVERSITY CLASSIFIED STAFF COMMISSION
AGENDA**

**Tuesday, November 10, 1998, 10:00am
Student Senate Chambers**

1. **Open Commentary:**
2. **Approval of Minutes**
3. **President's Report:** Comments from Cathy Bell
 - A. **Academic Council:** Chuck Toney reports no meeting due to Fall Break. Next meeting is 12/7.
 - B. **Board of Trustees**
 - C. **President's Cabinet**
 - D. **Other**
4. **Treasurer's Report:** Comments from Greg Padgett
5. **Committee Reports:**
 - A. **STANDING COMMITTEES:**
 1. **Membership:** Alexandra Barnes
 2. **Communications:** Chris Caracciolo
 3. **Policy & Welfare:** April Warner
 4. **Scholarship:** Robin Page
 - B. **UNIVERSITY COMMITTEES:**
 1. **Accident Review Board:** Chris Caracciolo
 - add* 2. **Athletic Council:** Cathy Bell reports they met on 10/22. *members were given a handout on NCAA graduation rates*
 3. **Bookstore Advisory:** Cathy Bell reports they have not met.
 4. **Budget Council:** Greg Padgett reports the next meeting will be on Monday afternoon; report will be provided next month.
 5. **CATS:** Robbie Nicholson
 6. **Faculty Senate Budget Accountability Committee:** Debbie Calhoun reports they met on 10/14 at which time they discussed the Co-operative Salary Study for this year. The Freedom of Information Reports will be distributed as soon as all individuals with salary supplements have been identified so that base salaries for all employees may be used. Next meeting will be on 11/11.
 7. **Human Resources Advisory:** Cathy Bell reported they did not meet in October and 11/11 meeting has been cancelled.
 8. **Joint City/University:** Greg Padgett
 9. **Parking Advisory:** Elmer Gray reports highlights of their 11/5/98 were:
 - a) Joe Granger of parking services is exploring ways of increasing revenue to fund the parking services portion of a municipal services building. Parking services is currently crammed into the area below the Student Senate Chambers. This location was supposed to be temporary after the University Square building collapsed two years ago. Anyone who has visited parking services realizes that this isn't the best of situations. Mr. Granger proposed gradual increases for all parking constituents, with permits for employees in the \$0-30,000 range increasing from \$24 to \$32 with a \$5 discount for early purchases. For employees in the \$30-50,000 range, rates would increase from \$54 to \$70 with the \$5 discount for early purchases. Although the increases were modest, all present found the matter of employees paying to build a university building unacceptable. Parking Services will look for other avenues.
 - b) Input is still needed in relation to increasing ticket rates from \$20 to \$30 for most offenses. The 15-day, 50% discount will still be in effect. The cost of tickets has not been raised since the early 80's and today's rates are not sufficient to encourage compliance with regulations.
 - c) They will look at repainting Redfern lot.
 - d) Progress is being made on proposal to pay parking fees from pretax dollars; this will place parking as a benefit.
 - e) Athletics has donated approximately 1/2 million dollars to renovate the parking lot beside Jervey and the baseball field.

f) Beware of a Stereo Scam, apparently someone is trying to sell stereo equipment in some of the parking lots, only to turn out that the boxes are empty. Take the license plate number and call the police if approached.

11. **President's Commission on the Status of Women:** Myra Cato reports they met on Friday, 10/23/98. The Subcommittee reports were given. President Curris charged the Commission to research and then propose solutions/programs for three projects. One of the new projects is a request for proposal for a type of internship for faculty and eventually for staff. The specific criteria for this program have not been investigated or determined. As the sub-committee gathers information for a proposal, reporting will continue. Myra Cato, Classified Staff Commission, is a member of this committee. They will hold a preliminary discussion on results from their recent campus wide sexual harassment survey on Tuesday, 11/10/98, 3:00-4:30PM in Lee Hall Auditorium. It is open to all University faculty, staff and students. Light refreshments will be served.

12. **Quality of Minority Student Life (CQMSL):** Sandra Parker reports there has been no meeting.

13. **Recreation Advisory:** Steve Perry reports there has been no meeting.

14. **SCSEA:** Mary Joe Williams

15. **Travel Services User Group:** Cory Massey

16. **Union Advisory:** Elmer Gray reports there has been no meeting.

5. **Unfinished Business:**

A. **Volunteers for Ad Hoc Committees – Salary, Tuition Waiver and Parking**

B. **Volunteers for Parking Review Board**

6. **New Business:**

A. **Ad-Hoc Committee to look at Report on Future of Clemson University**

7. **Adjournment**

NEXT MEETING: Tuesday, December 8, 1998, 10:00 am in the Student Senate Chambers.

→ Dr. McDonald - go back

Announcements

work schedule for Thurs.

Memo to reps

can CSC pay for this. Talk about for legislative to fund.

University did a list on need.

Plan in the books.

proposal from Joe Granger to build their wing only to cover their area - proposal of Parking Service area.

Environmental Tobacco Smoke

opportunity exists to

answer questions & ask for support -

have passed a resolution saying ok effort

in Bldg.

new 18th proposal

take comments & concerns

long overdue to have.

status of proposal - Com. chair David S.

has been sent to him & answer their question

proposal.

vehicles - non smoking

whether it can apply to the vehicles

off campus. building is owned & operated
would be affected.

glad to send proposal

enforcement -

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, November 10, 1998
Student Senate Chambers

Absent: Jennifer Arblaster, Kathy Bragg, Michael Brewer, Chris Caracciolo, Myra Cato, Truette Dobson, Jerry Fincannon, Elmer Gray, Denise Hall, Beverly Holton, Cory Massey, LeRay Maw, Michael Parker, David Payne, Susan Reeves

Guests: Beth Jarrard, Vickie Metz

1. **Open Commentary:** Rose Marie McDonald, Campus Air and Water Quality Control Committee Chair spoke on the proposal to change the University Smoking Policy. She is presenting her proposal to the Classified Staff Commission, Faculty Senate and Student Government. The 1996 Clean Indoor Air Act says "smoking may be allowed in public school buildings." There are four nonsmoking buildings on the campus – Barre Lehotsky, Edwards and Mell. Housing will have a separate policy. The proposed smoking policy states that "smoking is not to be allowed in campus buildings." Smoking is currently allowed in enclosed private offices and designated smoking areas. The proposal promotes a healthier environment and smokers would be asked to go outside to smoke. She plans to take comments and concerns to Dr. Curris. David Stalnaker has seen the proposal at this time. She will meet with him and the committee again in two weeks. Complaints about smoking should be addressed to your supervisor. The proposal is to be enforced through progressive discipline. Dr. McDonald will send the CSC a copy of the proposal. Cathy will distribute this to the representatives to share with their constituents. Please send all comments and concerns to Cathy.
2. **Approval of Minutes:** Minutes were approved as amended.
3. **President's Report:** Comments from Cathy Bell:
 - A. **Academic Council:** Chuck Toney reports no meeting due to Fall Break. Next meeting is 12/7. Cathy was sent the minutes from their last meeting.
 - B. **Board of Trustees:** No report.
 - C. **President's Cabinet:** Chuck attended meeting on October 24. David Stalnaker gave Facilities report. Cathy reported at the 10/19 meeting, Jeff Powell of the Career Center gave an update on salaries offered to graduating students. The Career Center also services staff in career planning and testing. Please contact Jeff Powell if you are interested. Lonnie Saxon gave a campus safety report; eggings have caused a great concern on campus and are thought to possibly be caused by racial issues on campus. At the 11/9 meeting Dean Cheatham gave a report on HEHD.
 - D. **Administrative Council:** Cathy was unable to attend their last meeting, however, in the minutes she received, the CSC letter sent to Alan Godfrey (cc: Scott Ludlow) requesting a CSC representative on the Vending Committee was approved. The Vending Committee's next meeting will be in August.
 - E. The public kickoff of the Capital Campaign has occurred. Cathy attended the Gala Dinner. Chuck has agreed to sit in on one of the committees to get the classified staff involved in the campaign. Cathy has the brochure if you want to see it.
 - F. Contact Cathy if you are interested in seeing the Final Report from the Commission on the Future of Clemson.
 - G. **President's Committee on the Status of Black Faculty and Staff:** The sixth classified staff appointee is Rosa Graden.
 - H. Contact Cathy to see Student Government's Resolution on the Proposed Smoking Policy.
 - I. Two donations were made to the Scholarship Endowment as memorials. Cathy will send thank you notes to the donors.
4. **Treasurer's Report:** Greg reported that everything is in order. He is paying bills. They are also finalizing the vending account.
5. **Committee Reports:**
 - A. **STANDING COMMITTEES:**

1. **Membership:** Cathy announced Jamie Boggs' resignation as Membership Committee Chair and Alexandra Barnes' appointment by the Executive Committee to replace Jamie. Alexandra asked the committee members to meet with her after this meeting.
2. **Communications:** Cathy announced she received Chris Caraccilo's resignation as Chair of the Communications Committee this morning. She has the mailbox combination and will check the mail. Cathy thanked all those who helped with the Benefits Fair.
3. **Policy & Welfare:** April reported they met with the SCSEA this morning to discuss coordination of the Legislative Dinner between our two groups. Next Tuesday, November 17 at 6:30 PM at Just Barbeque. The cost is \$4 in advance and \$6 at the door. Contact Dwight Vines. Cathy and April will coordinate a message on this to the representatives and constituents. Cathy spoke to Larry Ellis at the Benefits Fair. He indicated that a change in governorship would be what it would take to get legislative changes. SCSEA's legislative goal is a 6% COL and 2% step program funding.
4. **Scholarship:** Brian reported for Robin that they met on 11/5. The contract with the Walker Course has been signed. The Golf Tournament will be Friday, April 30, 1999. Sign up will start Friday at 11:00. There will be a shotgun start at 12 noon. We need to have a 22-team commitment (90 players). Prices are the same as last year. They plan to send a mail back request to all previous players asking for comments/suggestions for improvement. Informational flyers will be available at the next meeting for posting around the campus.

B. UNIVERSITY COMMITTEES:

1. **Accident Review Board:** Chris had no report.
2. **Athletic Council:** Cathy reported she was unable to attend their 10/22 meeting. Cathy gave a handout of the NCAA.
3. **Bookstore Advisory:** Cathy Bell reported they have not met.
4. **Budget Council:** Greg Padgett reported the next meeting will be on Wednesday; report will be provided next month.
5. **CATS:** Robbie Nicholson
6. **Faculty Senate Budget Accountability Committee:** Debbie Calhoun reported they met on 10/14 at which time they discussed the Co-operative Salary Study for this year. The Freedom of Information Reports will be distributed as soon as all individuals with salary supplements have been identified so that base salaries for all employees may be used. Next meeting will be on 11/11.
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- f) Beware of a Stereo Scam, apparently someone is trying to sell stereo equipment in some of the parking lots, only to turn out that the boxes are empty. Take the license plate number and call the police if approached.
- g) Cathy reported Elmer is out of town. The Faculty Senate Agenda included the October minutes of the Parking Advisory Committee. Cathy made copies of the minutes for pickup. There is a plan on the books for a municipal services building (to house Public Safety, Parking Services and Municipal Court). Joe Granger has submitted a proposal to speed up the process of financing the Parking Services wing of the building and how they spend their revenue.
11. **President's Commission on the Status of Women:** Myra Cato reported they met on Friday, 10/23/98. The Subcommittee reports were given. President Curris charged the Commission to research and then propose solutions/programs for three projects. One of the new projects is a request for proposal for a type of internship for faculty and eventually for staff. The specific criteria for this program have not been investigated or determined. As the sub-committee gathers information for a proposal, reporting will continue. Myra Cato, Classified Staff Commission, is a member of this committee. They will hold a preliminary discussion on results from their recent campus wide sexual harassment survey on Tuesday, 11/10/98, 3:00-4:30PM in Lee Hall Auditorium. It is open to all University faculty, staff and students. Light refreshments will be served.
12. **Quality of Minority Student Life (CQMSL):** Sandra Parker reported there has been no meeting.
13. **Recreation Advisory:** Steve Perry reported there has been no meeting.
14. **SCSEA:** See Policy & Welfare report.
15. **Travel Services User Group:** Olivia reported for Cory that you could find cheap airfares on the Internet. You can call Small World with the flight numbers and they will book the flights for you, but they will not look them up on the Internet for you. You should use Park & Fly if you are flying out of Atlanta. Senior citizens discounts are available from many airlines. Chartering the University plane may be cheaper if you are flying a number of persons to the same destination.
16. **Union Advisory:** Elmer Gray reports there has been no meeting.
6. **Unfinished Business:**
- A. **Volunteers for Ad Hoc Committees:** We need volunteers to serve on Ad Hoc Committees for Salary, Tuition Waiver and Parking. April stated the Ad Hoc Committee for Salary was discussed in P&W Committee meeting and they would like to take this over. Cathy reminded them there was a vote to establish Ad Hoc Committees to study these issues. Cathy suggested April bring this back up with Executive Committee. SCSEA will start lobbying for salaries in January.
- B. **Volunteers for Parking Review Board:** Cathy received notification from Judge Culler that the parking review board has enough staff volunteers. It was also noted they have enough faculty, staff and students to be operational.
7. **New Business:**
- A. **Specially Appointed Committee to look at Final Report on Future of Clemson University:** This committee with report to David Stalnaker to gather input and see which recommendations would be supported by stall. All input is to be collected by 11/20. Chuck Toney has agreed to serve on this committee. Cathy is looking for 3-4 more volunteers. Report may be found on CU homepage.
- B. **Proposed Smoking Policy:** Cathy will get a copy of proposal from Dr. McDonald and distribute it to the representatives to share with their constituents. All comments are to be sent to Cathy. The Administrative Council will have to approve the proposal before it will take effect. Chuck made a motion "to have a resolution regarding the smoking policy placed on the December CSC Agenda."
8. The meeting was adjourned at 11:23 AM.

NEXT MEETING: Tuesday, December 8, 1998, 10:00 am in the Student Senate Chambers.